

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-7046



October 19, 1982

ALL-COUNTY LETTER NO. 82-107

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: COUNTY WELFARE DEPARTMENT ADMINISTRATIVE EXPENSE CLAIM

REFERENCE:

This is to provide time study instructions for the October - December 1982 quarter. Included are instructions applicable to the Title IV-E Federal Payments for Foster Care and Adoption Assistance Program, and Medi-Cal Temp Cards.

The Social Services Time Study (DFA 46) and the Eligibility and Nonservice Time Study (DFA 43) have been revised for the October - December 1982 quarter to incorporate these changes. (Staff Development instructions will be sent in a separate letter.)

This letter is divided into four parts:

- Part I - Program Description - Title IV-E
- Part II - Time Study Changes Foster Care and Adoptions
- Part III - Time Study Instructions Foster Care and Adoptions
- Part IV - Time Study Instruction - Medi-Cal.

Part I - Program Description - Title IV-E

As you are aware, AB 2695 and SB 14 implement the Adoption Assistance and Child Welfare Act of 1980 (PL 96-272). PL 96-272 established Title IV-E for federal funding of the Aid to Families with Dependent Children - Foster Care (AFDC-FC) program and the Adoption Assistance Program. This results in the restructure of the current OCSS programs in order to accommodate the new legislation. Funding to the counties will continue at the current 75 percent reimbursement rate, with a county maximum share as stated in SB 14 and the allocation plan.

Title IV-E purpose is to improve the federal Foster Care Maintenance Program and establish a federal Adoption Assistance Program to encourage the adoption of children with special needs.

Part II - Time Study Changes

The instructions in this letter in no way alter the Emergency Assistance (EA) Program instructions addressed in All-County Letter 82-67. EA activities are still limited to 30 consecutive days commencing with the beginning date of aid under the EA Program. After the 30-day period, all time is to be charged to the appropriate service program, which includes the Family Reunification Program.

Listed below are the changes that will affect this quarter's time study procedures:

a) Foster Care Services

SB 14 places greater program emphasis on services to prevent the need for foster care. It concentrates on reunification of children and parents where temporary separation has been necessary. In addition, it establishes permanent placement services for children who cannot be returned to their families.

b) Adoptions

AB 2695 implements the Adoption Assistance Program and provides for payment for federal and nonfederal children up to the age of 21 under specific conditions.

c) Please note that AFDC-FC is now line F and NAFS is line B on the Eligibility and Nonservices Time Study, DFA 43.

Part III - Time Study Instructions

Social Services - DFA 46

Effective with the October-December 1982 quarter, the DFA 46 has been revised to include Family Reunification Services - Federal/Nonfederal Foster Care, and Permanent Placement Services - Federal/Nonfederal Foster Care, the new Adoption Assistance Program - Title IVE, and removes Out-of-Home Care for Children.

Counties are instructed to include time spent by Social Services staff on the following activities to:

Line G, Family Reunification Services - Federal Foster Care.

This line is limited to those activities performed on behalf of children who have been determined eligible or are in the process of having eligibility determined for federal foster care. Include time spent on activities performed on behalf of children who need foster care while services are being provided to reunite the family.

Activities include:

1. Time spent completing the AFDC-FC application.

2. Time spent on any activities, including home visits, assessments and reassessments that are necessary for the development of the foster care service plan and court reports.
3. Time spent preparing for and attending judicial processes and/or administrative reviews.
4. Time spent on preplacement and placement activities necessary to ensure the appropriate out-of-home care, including home visits.
5. Time spent on case management and supervision activities that are necessary to carry out the objectives of the child's specific service plan, including arranging for the provision of direct services.
6. Time spent on recruitment of foster care providers.

In addition, include time spent on recruitment of foster care providers.

Note: Do not include any time spent on voluntary placements or time spent on children who have been determined ineligible for a federal foster care payment. In addition, do not include any time spent on the actual provision of direct services.

Line H, Permanent Placement - Federal Foster Care

This line is limited to the activities performed on behalf of children who have been determined eligible or are in the process of being determined eligible for federal foster care. Include time spent on activities performed on behalf of children who are unlikely to ever return to their homes.

Activities include:

1. Time spent completing the AFDC-FC application.
2. Time spent on any activities, including home visits, assessments and reassessments that are necessary for the development of the foster care service plan, including court reports. Also the time spent in the review of possible adoption placement or guardianship.
3. Time spent preparing for and attending judicial process and/or administrative reviews.
4. Time spent on all preplacement and placement activities, including home visits.
5. Time spent on case management and supervision activities necessary in order to carry out the objectives of the child's specific service plan, including arranging for the provision of direct services.

In addition, include time spent on recruitment of foster care providers.

Note: Do not include any time spent on voluntary placements or time spent on children who have been determined ineligible for federal foster care. Also, do not include any time spent on the actual provision of direct services.

Line I, Family Reunification Services - Nonfederal Foster Care

This line is limited to the activities performed on behalf of children who have been voluntarily placed in foster care or who have been determined ineligible for federal foster care. Include the time spent on activities performed on behalf of children who need foster care while services are provided to reunite the family.

Activities include:

1. Time spent completing the AFDC-FC application.
2. Time spent on any activities, including home visits, assessments and reassessments that are necessary for the development of the foster care service plan including placement agreements and/or court reports.
3. Time spent preparing for and attending judicial processes and/or administrative reviews.
4. Time spent on preplacement and placement activities necessary to ensure the appropriate out-of-home care, including home visits.
5. Time spent on case management and supervision activities that are necessary to carry out the objectives of the child's specific service plan, including arranging for the provision of direct services.

Note: In addition to these activities also include time spent on the actual provision of the direct services and post placement activities for both federal and nonfederal foster care cases when the child has been returned home.

Line J, Permanent Placement Services - Nonfederal Foster Care

This line is limited to those activities performed on behalf of children who have been voluntarily placed in foster care or who have been determined ineligible for federal foster care. Include time spent on activities performed on behalf of children who are unlikely to ever return to their homes.

Activities include:

1. Time spent completing the AFDC-FC application.
2. Time spent on any activities, including home visits, assessments and reassessments that are necessary for the development of the foster care service plan including placement agreements and/or court reports. Also include time spent in the review of possible adoption placement or guardianship.
3. Time spent preparing for and attending judicial processes and/or administrative reviews.
4. Time spent on all preplacement and placement activities, including home visits.

5. Time spent on all case management and supervision activities necessary to carry out the objectives of the child's specific service plan.

In addition to these activities also include time spent on the actual provision of the direct services for both federal and nonfederal foster care cases.

Adoptions

Line M, Adoption Assistance Program (AAP) Title IV-E

This line is limited to the casework activities on behalf of hard-to-place children under the Title IV-E federal AAP Program.

Activities include:

1. Time spent on determining if the child meets the federal eligibility for AAP based on the hard-to-place criteria.
2. Time spent completing the AAP application.
3. Time spent on the preparation and completion of the Adoption Assistance Agreement. This includes time spent interviewing the adoptive parents, determining the payment level and the necessity for other social services.
4. Time spent on preparing and filing of the interlocutory decree or final decree of adoption.
5. Time spent on all case management activities that relate to the payment level.
6. Time spent on the recertification process. This includes time spent on redetermination of child's needs and the circumstances of the adoptive family. Also includes notifying the county who is responsible for the payment and the adoptive family of the recertification results.
7. Time spent on Fair Hearings and Appeals.

Line N, Adoptions

This line is for all time spent by caseworkers performing relinquishment adoption services for all cases, independent adoption services and adoption assistance related activities for nonfederally eligible AAP cases. Also include all time spent on existing AAC cases.

Activities include:

1. Relinquishment Adoption

Time charged to this category should be for relinquishment adoption services to the natural parents, children, applicants and other adoption services. Include related court time, travel, information sharing and return, recession or re-relinquishment set aside requests, casework time required to conduct joint reviews of children in foster care to determine

adoption potential and time spent after the 180 day limit if a definite plan for adoption placement has been made and documented. Also include post-adoptive placement activities, such as counseling services.

Note: Exclude time spent on a case after it is determined that adoption is not the appropriate plan for a child and pre-adoptive placement services to children beyond 180 days after the relinquishment or after the child is freed for adoption.

This time is to be charged to the appropriate OCSS Program. In addition, time spent providing services to complete stepparent adoptions is to be charged to the Other County Only Program.

2. Independent Adoptions

Time charged to this category is that time related to obtaining consent from the natural or adoptive parents, investigating the fitness of the prospective adoptive parents and submitting any required court work.

Note: Do not include time spent on a case after the 180 day time period unless an extension of the time period has been granted by the court.

3. All time spent for casework activities related to AAP nonfederal cases and existing AAC cases.

Eligibility and Nonservices - DFA 43

Effective with the October - December 1982 quarter, the DFA 43, Eligibility and Nonservices Time Study, has been revised to include the Adoption Assistance Program, Title IV-E/Non-Title IV-E.

Counties are instructed to include time spent by Eligibility and Non-service staff on the following activities to:

1. Line H, Adoption Assistance Program Title IV-E

Time charged to this line is for activities performed by workers verifying federal eligibility and payment maintenance activities for AAP IV-E cases.

2. Line I, Adoption Assistance Program Non-Title IV-E

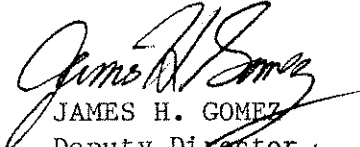
Time charge to this line is for activities performed by workers verifying eligibility and payment maintenance activities for AAP Non IV-E cases and existing AAC cases.

Part IV

Medi-Cal Temp Cards

Line C3, Supplemental Security Income/State Supplementary Program (SSI/SSP) Medi-Cal Temp cards on the DFA 43 has been removed. Time spent on this activity is to be charged to Line C2 Medi-Cal Continuing.

All questions concerning this letter should be directed to the Fiscal Policy and Procedures Bureau at (916) 445-7046 (ATSS) 485-7046.


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Administration

cc: CWDA